

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION					
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)					
1. POST KAMPALA		2. AGENCY STATE		3a. POSITION NO.	
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces _____ Position No. 100963 , GARDENER FOREMAN (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)					
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Date (mm-dd-yyyy)
a. Post Classification Authority					
b. Other AFRC		PEST CONTROL TECHICIAN, FSN 1210		5	AFRC: kmt
c. Proposed by Initiating Office					
6. POST TITLE POSITION (if different from official title) PEST CONTROL TECHICIAN			7. NAME OF EMPLOYEE		
8. OFFICE/SECTION U.S.EMBASSY KAMPALA			a. First Subdivision ADMINISTRATIVE OFFICE		
b. Second Subdivision GENERAL SERVICES OFFICE			c. Third Subdivision FACILITIES MAINTENANCE		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed name of Employee  _____ Signature of Employee                      Date(mm-dd-yyyy)			10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed name of Supervisor  _____ Signature of Supervisor                      Date(mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed name of Section Chief or Agency Head  _____ Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer                      Date(mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION  Under direct supervision Safety Manager, the incumbent is responsible for application of Safety, Health, and Environment Management (SHEM) and Environmental Protection Agency (EPA) approved pesticides in over 120 locations—government owned and leased residences and facilities in the Mission.					
14. MAJOR DUTIES AND RESPONSIBILITIES					
% OF TIME					

Performs hands-on application of SHEM and/or EPA approved pesticides in over 120 government owned/leased residences/facilities in U.S Mission Kampala, Uganda. Adheres to the Integrated Pest Management Policy ensuring the three components— prevention and pest prevalence reduction measures, self-help measures, and application of Department-authorized professional-use pesticides are observed at all times. Ensures high level of professionalism and safety before, during, and after pesticides application.

Acts as a team leader in all pest prevention and control projects with a team of technicians which may include: welders, carpenters, masons, and maintenance helpers. Works closely with Work Flow Clerk to set pest application appointments with customers. Receives work requests through the Global Maintenance Management System and determines course of action. Visits worksites, assesses severity of pest infestation, and determines appropriate mitigation measures. Repairs and maintains pesticide application equipment such as pressure pump, hand pump, and dust blower.

**70% OF TIME**

Regularly supervises pesticide application on ornamental seasonal and annual plants, shrubs and trees by the gardening contractor at Chancery, warehouse, Chief of Mission's Residence (CMR), and Deputy Chief of Mission Residence (DCMR) locations to ensure compliance. Additionally, works with the contractor at any contracted pest application jobs in over 120 U.S Mission locations— residences and facilities. Regularly supervises gardening work during house make ready and coordinates any gardening requirements for vacant residences throughout the year. Documents reports that include: type, frequency, and severity of pest infestation per residence which in turn helps in residential lease renewal discussions.

**20% OF TIME**

Any other assigned duties. Assists other Facilities Maintenance staff in completing any assigned tasks when manpower is required. Also helps with transportation of Facilities staff from warehouse to worksite and between worksites. Helps with collection and delivery of parts and supplies to personnel at worksite.

**10% OF TIME**

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** two years post-secondary education in any of the vocational education
- b. **Prior Work Experience:** Two (2) years' experience in the maintenance or construction field performing repair work or in the field of occupational safety; plumbing, janitorial, carpentry, electrical.
- c. **Post Entry Training:** On job training on Integrated Pest Management (IPM). Customer service training on how best to interact with coworkers and other offices.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (I, II, III)  
Level III: Good working knowledge of spoken and written English, able to read and understand Safety Data Sheet and labels.

- e. **Job Knowledge:** Prior knowledge of pesticide application and measures of pest control and prevention is required
- f. **Skills and Abilities:** Must be able to use pesticide application tools and equipment safely. Be able to independently interact with American staff. Must be able to read and understand Safety Data Sheets, label, and have a valid driver's license.

**16. POSITION ELEMENTS**

- a. **Supervision Received:** Directly supervised by the Safety Manager.
- b. **Supervision Exercised:** Supervises contracted pesticide application services at all U.S Mission residences and facilities. Also supervises gardening and pest control during house make ready and at any vacant residences.
- c. **Available Guidelines:** SHEM, OSHA, and IPM guidelines. In addition, incumbent will receive verbal instructions from Safety Manager and Facilities Manager.
- d. **Exercise of Judgment:** Determines type and severity of pest infestation and decides on the best acceptable practices to resolve the problem
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level and Purpose of Contacts:** The incumbent is required to communicate with all clientele at various levels on matters concerning pest management.
- g. **Time Expected to Reach Full Performance Level:** 6 months.